



TENDER

TENDER NO.	2019-2020/002
DESCRIPTION	Empanelment of Agency for Website and Digital Solutions
DATE	26 February 2020

Indian Olympic Association (IOA) invites bids for empanelment of agency for redesigning and maintenance of its website and for providing other digital solutions at its office premises in Qutub Institutional Area.

1. Introduction:

1.1. The Indian Olympic Association is the governing body for the Olympic Movement and the Commonwealth Games in India. As an affiliated member of the International Olympic Committee (IOC), Commonwealth Games Federation (CGF), Olympic Council of Asia (OCA) and Association of National Olympic Committees (ANOC), the IOA administers various aspects of sports governance and athletes' welfare in the country. In this regard, the IOA oversees the representation of athletes or teams participating in the Olympic Games, Commonwealth Games, Asian Games and other international multi-sport competitions of IOC, CGF, OCA and ANOC.

1.2. The cost of preparing the proposal and participating in the pitch including any visit to the IOA's office are not reimbursable as a direct cost of the assignment. IOA is not bound to accept any of the proposals submitted.

1.3. IOA's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.

1.4. At any time before the deadline for submission of the proposals, IOA may for any reason, either at its own initiative or in response to clarification requested by an intended bidder amend the requirements of submission. Any such amendment shall be issued in writing or send by email to agencies that submitted bid in advance, and such amendments will be binding on all. IOA may at its discretion extend the deadline for the submission of the proposals. IOA reserves the right to cancel the tender, if such a situation comes up.

2. Scope of Work:

2.1. Re-design and launch new look for the website of the Indian Olympic Association on existing CMS framework platform i.e. Drupal. The main scope of work under redevelopment of website will include:

- 1) Re-design the layout of the Home page; change basic design approach and font of the entire website
- 2) Changing the navigation structure of the website
- 3) Re-design in the layout and addition of more content on National Games tab
- 4) Re-design Athletes tab and addition of more content
- 5) Addition of more content on Solidarity tab
- 6) Addition of tab for Rights Protection etc.
- 7) Creating a dedicated micro-site within the website - Tokyo 2020 Olympic Games
- 8) Tokyo 2020 page integrated with IOC digital content and Olympic Channel embedded code sharing
- 9) Designing Athlete Bios on the Tokyo 2020 page
- 10) Real time Games updates on the website from within the IOA office in New Delhi
- 11) Non-Games Olympic Channel code sharing – 10 times in a year

- 12) Uploading Election procedures – 3 - 4 times in a year
- 13) Updates and upload of documents and other information on website – 12-15 counts in a year
- 14) Website should be compatible on mobile phones/tablets
- 15) Running timely security checks and submit website status report.

2.2. Manage Domain and AWS Server Console of the Indian Olympic Association:

- 1) Daily backup of website
- 2) Website to be delivered only under SSL and timely renewal off all necessary certificates and services
- 3) Weekly Analytical report of visitors on website

2.3. Manage Digital solutions including G Suite etc:

- 1) Manage G Suite renewal/ billing
- 2) Performing license management
- 3) Perform regular security checks and submit reports
- 4) Create/ Assign/ Manage administrator roles as required
- 5) Create/ Restore/ Delete user emails and data when required
- 6) Manage storage capacity and other G Suite applications for users as and when required.

3. Format of Proposals:

- 3.1. The proposals shall be in English language.

4. Mandatory Documents

- 4.1. Copy of GST Registration Certificate
- 4.2. Copy of PAN Card

5. Technical Proposal

- 5.1. Information about experience of similar work done in the past
- 5.2. Information about similar clientele in recent years
- 5.3. Information of key staff that is proposed for this assignment

6. Financial Proposal

- 6.1. Agencies are required to submit separate financial proposals for the three deliverables mentioned herein in clause 2.1, 2.2 and 2.3, after all segments.
- 6.2. The financial proposal must remain valid for 30 days after the submission date.
- 6.3. If there are any specific payment terms of the Agency, it should be specified in the proposal.

7. Queries:

Interested eligible agencies may contact the office during working hours between 10.30 am to 5.30 pm between 26 February 2020 to 12 March 2020, at the Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi 110 016, for further information needed or clarification.

8. Submission:

The proposal can be sent by email to – ioaed@olympic.ind.in or by post to the following address:
Executive Director, Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi 110 016. Tenders should be submitted or sent clearly specifying the Tender Number and Description.

Method of Selection: Quality Cost Based Selection (QCBS)

Last Date: 10 March 2020

Tenders will be opened immediately thereafter. Late responses will not be accepted.

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Secretary General Indian Olympic Association